



## **GRADUATE ASSISTANTS:**

- Graduate Assistants (GAs) are graduate students who are hired by a department/program for general departmental/programmatic needs.
- GAs must apply for and be awarded a graduate assistantship through the Graduate School. All Graduate Assistant appointments require approval of TGS dean/dean designee.
- To be eligible for this type of student employment, the graduate student must be admitted to a graduate degree program. Students must be officially accepted into and enrolled in a graduate degree program in the semester(s) they are receiving their graduate assistantship.
- Students must be currently enrolled or officially offered admission at the time of the GA offer. TGS will not consider/approve assistantship requests for applicants that have not received an official admission letter from OAA.
- A graduate student on assistantship must register for and earn at least nine hours of graduate credit for fall and spring semesters and six graduate credit hours for summer semester. Less than 6 or 9 credit hours (depending on the semester) will be considered as an exception on a case-by-case basis with written justification from the program. An example of justification is a student in his/her last semester with only “x” number of hours left to graduate. **Students must be in good academic standing with a GPA equal to or greater than 2.8, and making good/appropriate progress towards their degree.**
- Graduate Assistants will be paid on an hourly basis (actual hours/week worked); weekly hours will be tracked in OneUSG; weekly hours are not to exceed 20 hours/week, unless written approval is granted by the program/department and TGS. Under no circumstances are GAs permitted to work more than 25 hours per week. The minimum hourly rate is currently set at \$8.00/hour. Higher rates can be set for cohorts of students with pre-approval through program, college, TGS and HR.
- Graduate Assistants receive a tuition waiver and are charged a \$25 fee.
- Graduate Assistants are required to have student health insurance coverage through United Healthcare. Students who are covered under comparable insurance may waive out of the insurance requirement by going to <http://studentcenter.uhcsr.com/gru>.
- All graduate assistants align through the graduate degree program in which they are currently enrolled. IF a student’s GA will be funded by source outside the student’s degree program/department (e.g. athletics, resident housing, student learning center etc) then the program/department is responsible for coordinating the selection, tracking, monitoring and paperwork with that unit.

**\*\*The following process for selecting, approving and implementing Graduate Assistantship positions distinguishes responsibilities between each of the three primary departments: the Program/Department , The Graduate School and Human Resources.**

## **DEPARTMENT/PROGRAM RESPONSIBILITIES**

### **SELECTING & APPROVING GRADUATE ASSISTANTS**

- Select Graduate Assistant (GA). Each program sets and implements their own selection process.
- Complete and submit the ***Graduate Assistantship Recommendation and Approval Form*** to The Graduate School (TGS) – [ecrider@augusta.edu](mailto:ecrider@augusta.edu). *In order to expedite processing for new appointments, please attach a copy of the admissions acceptance letter. If no letter is attached, the GA Recommendation and Approval form will be held until the Banner system indicates that the applicant has been offered admission.*

**TGS CONTACT: Emily Crider -706-721-4183- [ecrider@augusta.edu](mailto:ecrider@augusta.edu)**

### **TRACKING STUDENT TIME** –\**see important note at the end of this document*

- All Graduate Assistants will be responsible for entering their time into the OneUSG portal by the designated weekly deadline.
- Supervisors/Departmental assistants will be responsible for approving and submitting all GA time by the designated deadline.

### **GA RE-APPOINTMENTS**

- FOR RE-APPOINTMENTS: Submit ***Graduate Assistantship Recommendation and Approval Form*** to The Graduate School ([ecrider@augusta.edu](mailto:ecrider@augusta.edu))
  - HR will allow students to remain in the system as “inactive” for one semester. This will allow students to be re-appointed without having to re-do criminal background checks and submit ePar/tPar. During the inactive semester, the student’s salary will be reduced to zero.

## **THE GRADUATE SCHOOL RESPONSIBILITIES**

- Review the ***Graduate Assistantship Recommendation and Approval Form***
- IF **NOT** APPROVED -> Return form to program/dept. contact.
- IF APPROVED -> Send a GA offer letter & agreement form to the student. *Student will return GA agreement form to TGS.*
- Send HR forms (Personal Data Form and Criminal History Background Form) to the student and provide instructions for submitting the completed HR forms.
- Notify the registrar that the student will receive a tuition waiver (added to the “reduced matriculation list”) –*if the student is currently enrolled or AFTER the student officially accepts admission offer as evidenced in Banner.*
- AFTER student has accepted his/her admission offer and cleared background check, initiate an ePAR for hire.

### **COORDINATING STUDENT EMPLOYEE IN-PROCESSING**

- Work with HR to coordinate student employee In-Processing. The Human Resources contact is Roshunda Miller (706-721-3770 or [rosmliller@augusta.edu](mailto:rosmliller@augusta.edu)). Roshunda will provide additional information/instructions as needed.
- Inform students of time/place/instructions/items to bring for In-Processing, etc.
  - As a group – orientation as scheduled by program
  - One-on-one – students makes appointment and goes to HR

## HUMAN RESOURCES RESPONSIBILITIES

- Provide TGS with regular updates regarding paperwork received from students – Personal Data Form and Criminal History Background Check.
- Initiate a criminal background check upon receipt of the Criminal History Background Check form from students.
- Notify TGS of background check clearances.
- Review and provide final approval for submitted ePARs.
- Work with TGS to coordinate student employee In-Processing.

**\*Note:** Per Human Resources: *“The Graduate Assistants will be treated as non-exempt employees and set up in the payroll system to be paid on an hourly basis. Jeff Thompson is an attorney and provided this information to the Board of Regents of the University System.”* HR will process students into the PeopleSoft system accordingly. To track hours worked, HR will create a OneUSG account for each student. HR will provide information/instructions for student access.

- Each program is responsible for providing appropriate instructions to students regarding the time tracking process.
- Each program’s time keeper is responsible for monitoring and documenting actual hours worked/week for each GA.
- Timekeepers are responsible for ensuring total hours worked do not exceed total amount (hours and \$\$) quoted for assistantship time period.

### Contacts:

#### The Graduate School –

Jennifer Sullivan, PhD	Interim Dean	706-721-3278
Patricia L. Cameron, PhD	Vice Dean	706-721-3278
Emily Crider	Business Manager	706-721-4183

#### Human Resources:

Susan Norton	Enterprise VP- Human Resources	
Roshunda Miller	Manager, HR Services	706-721-3770
Andrea Bennett	Interim Director, Payroll	706-721-3668